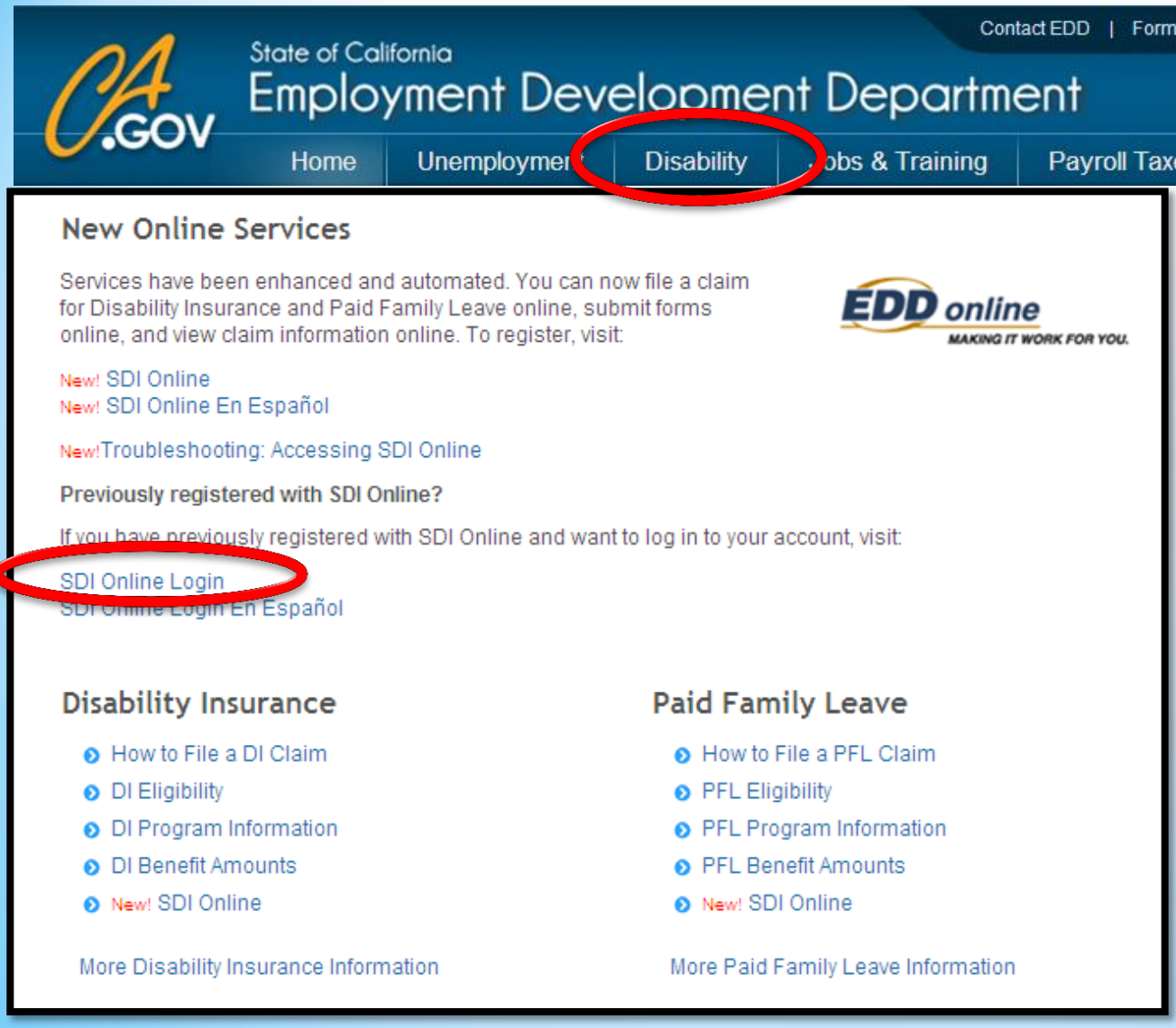
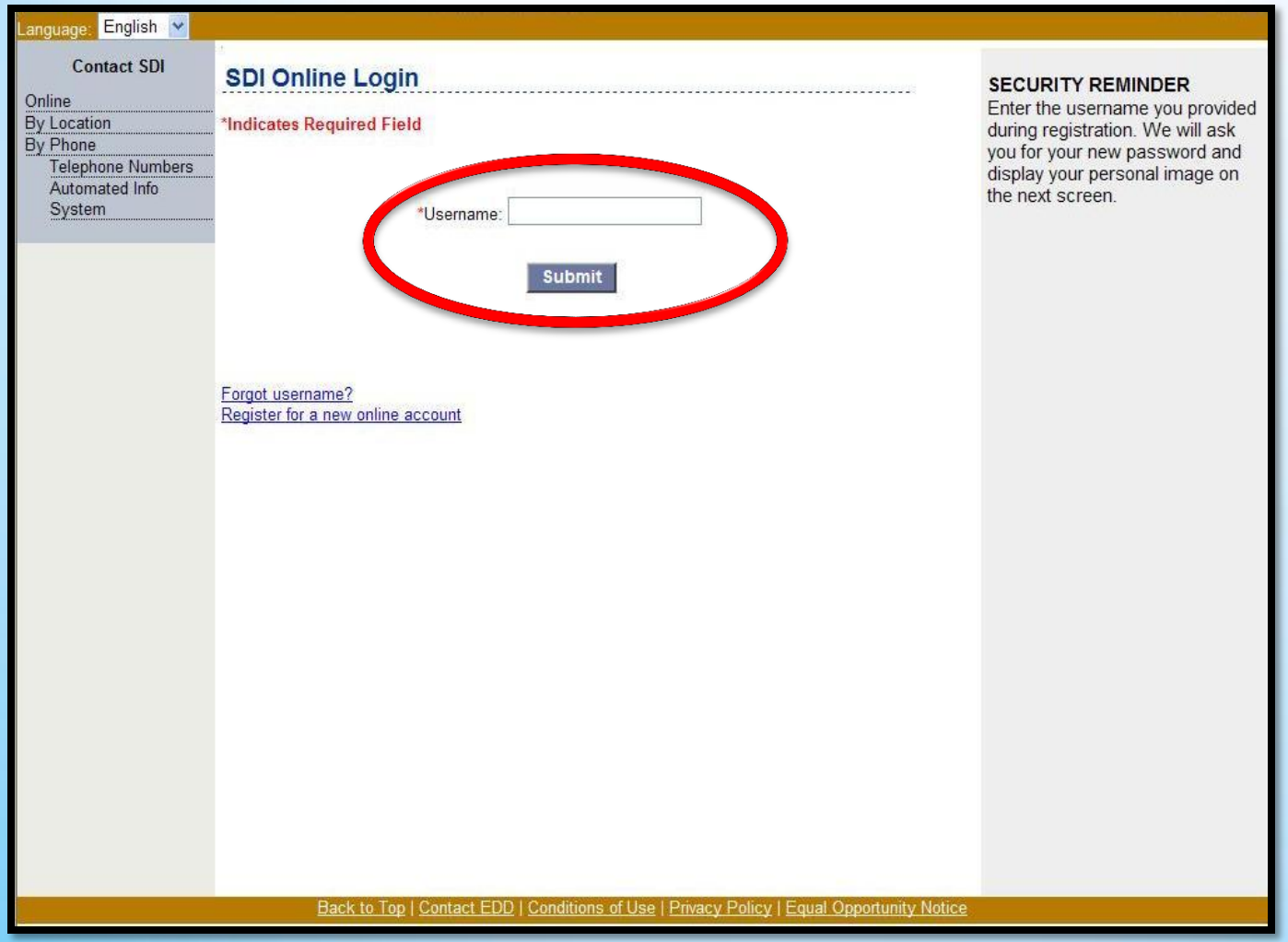
SDI Online Tutorial:
Physician/Practitioner Representative Certification



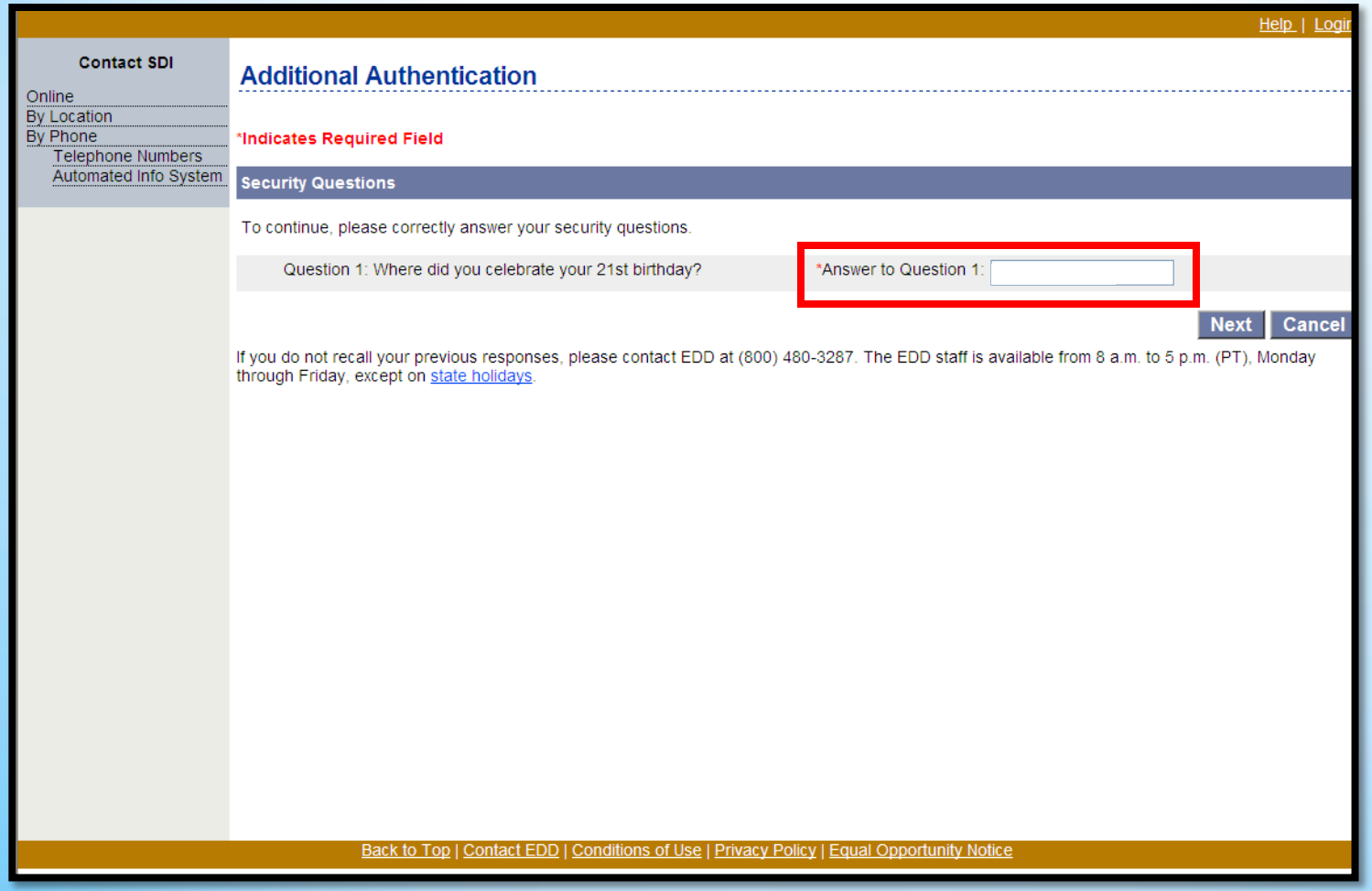
To access SDI Online accounts:

- Go to www.edd.ca.gov.
- Select **Disability.**
- Select the **SDI Online Login** hyperlink.
- Log in with the previously created Username and Password (user may be asked to answer security questions).



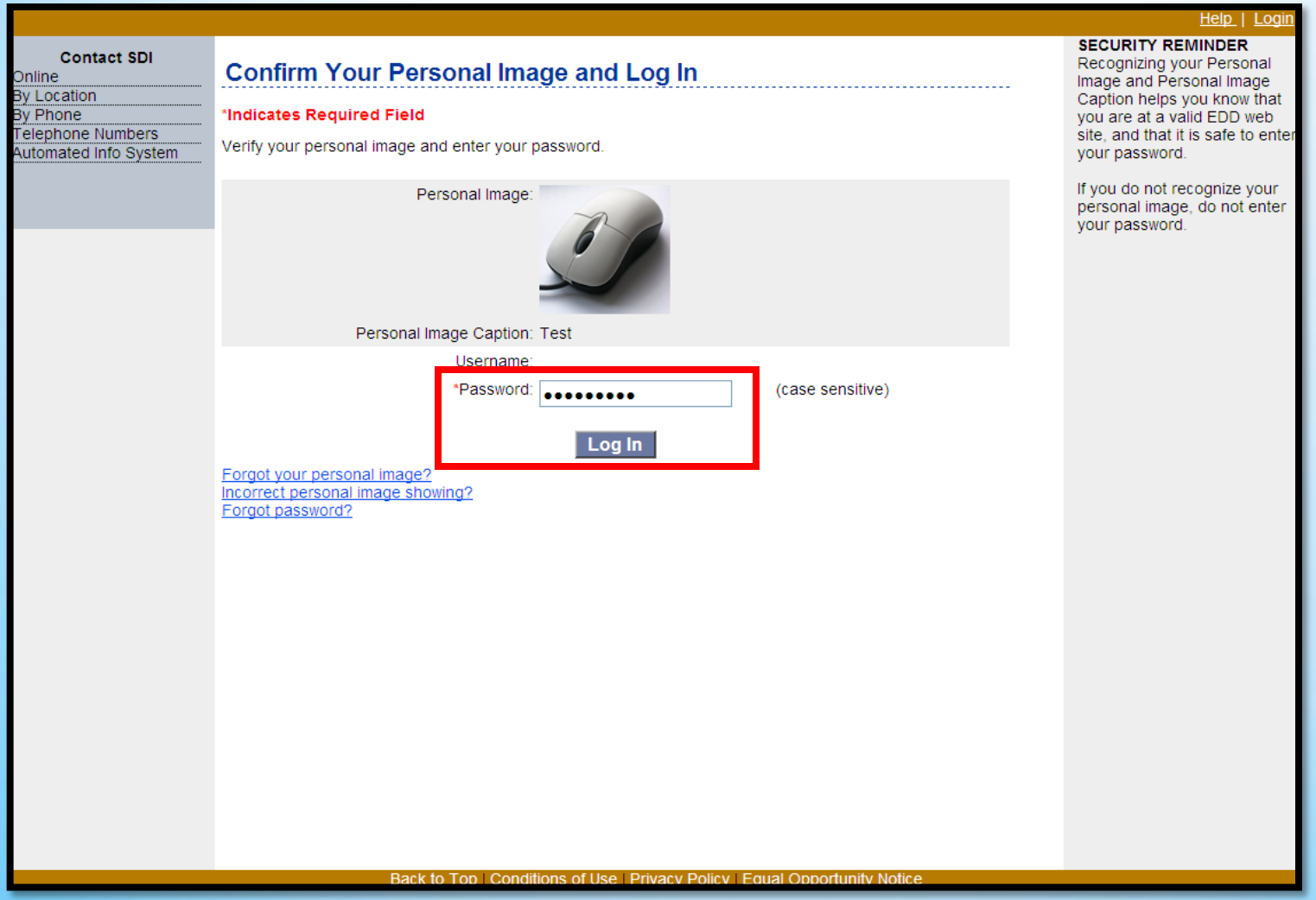
On the **SDI Online Login** page:

- Enter your Username and select the **Submit** button to be taken to the **Home** screen.



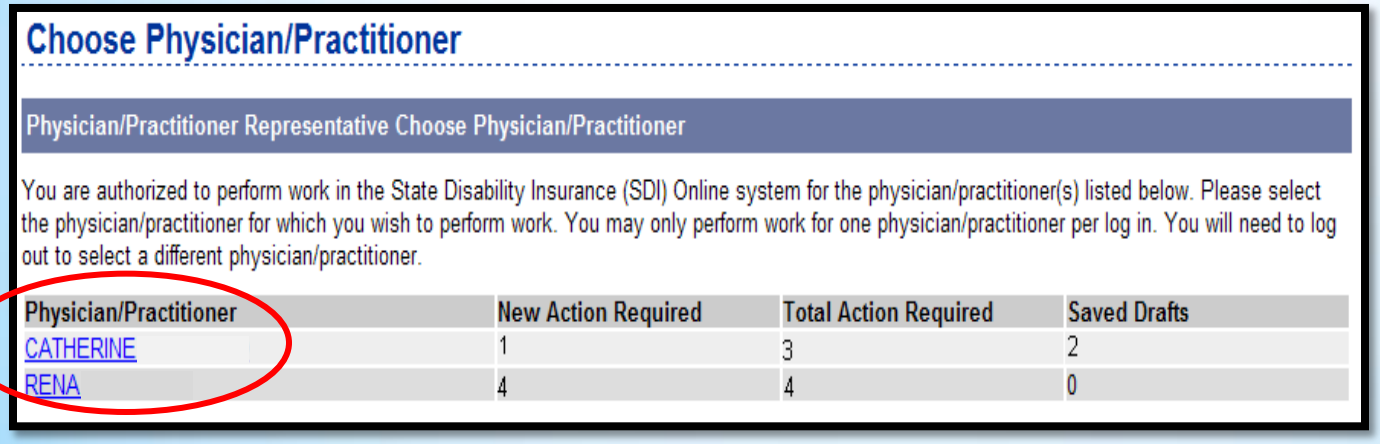
In some instances, a claimant may be asked to respond to the security questions established when creating the account.

Type the answer to the security question and select **Next**.



Confirm the Personal Image and enter your Password, then select **Log In**.

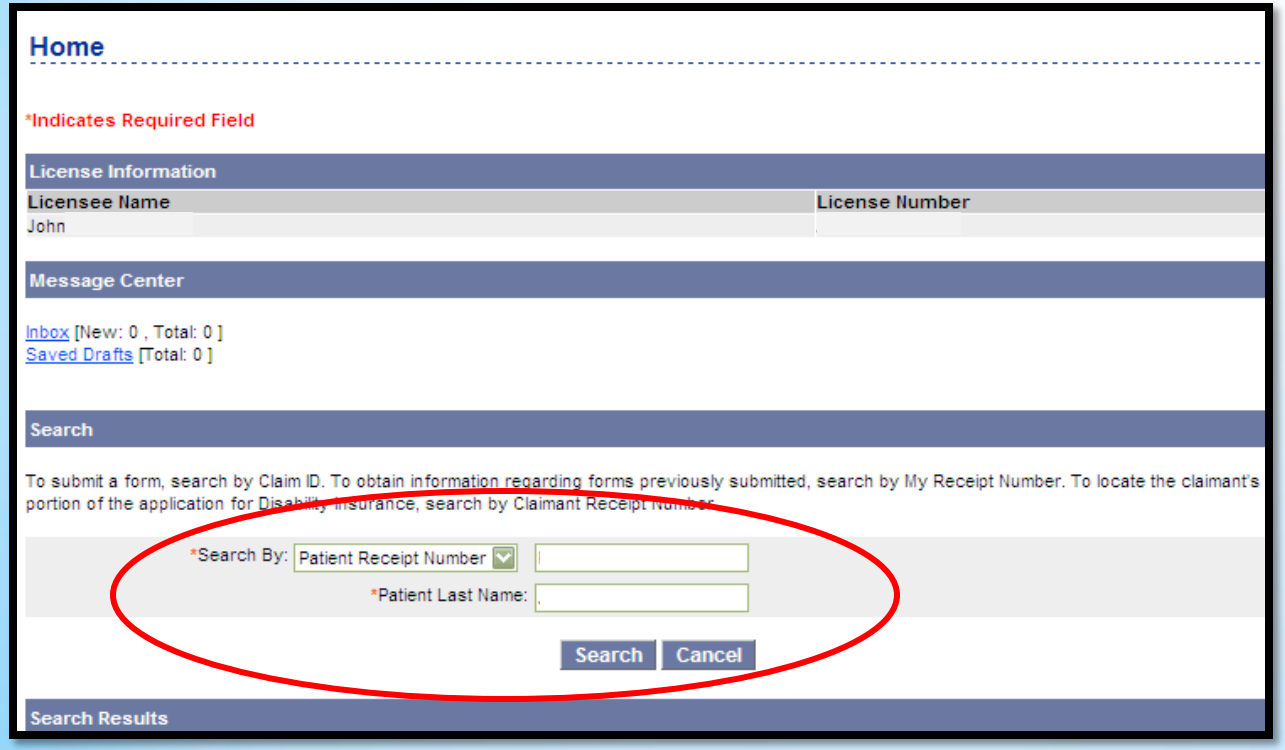
Note: The Personal Image helps identify that the user has entered the correct Username on the previous screen.



At the **Home** page select the Physician/Practitioner link you wish to access.

A Physician/Practitioner Representative selects only one Physician/Practitioner at a time.

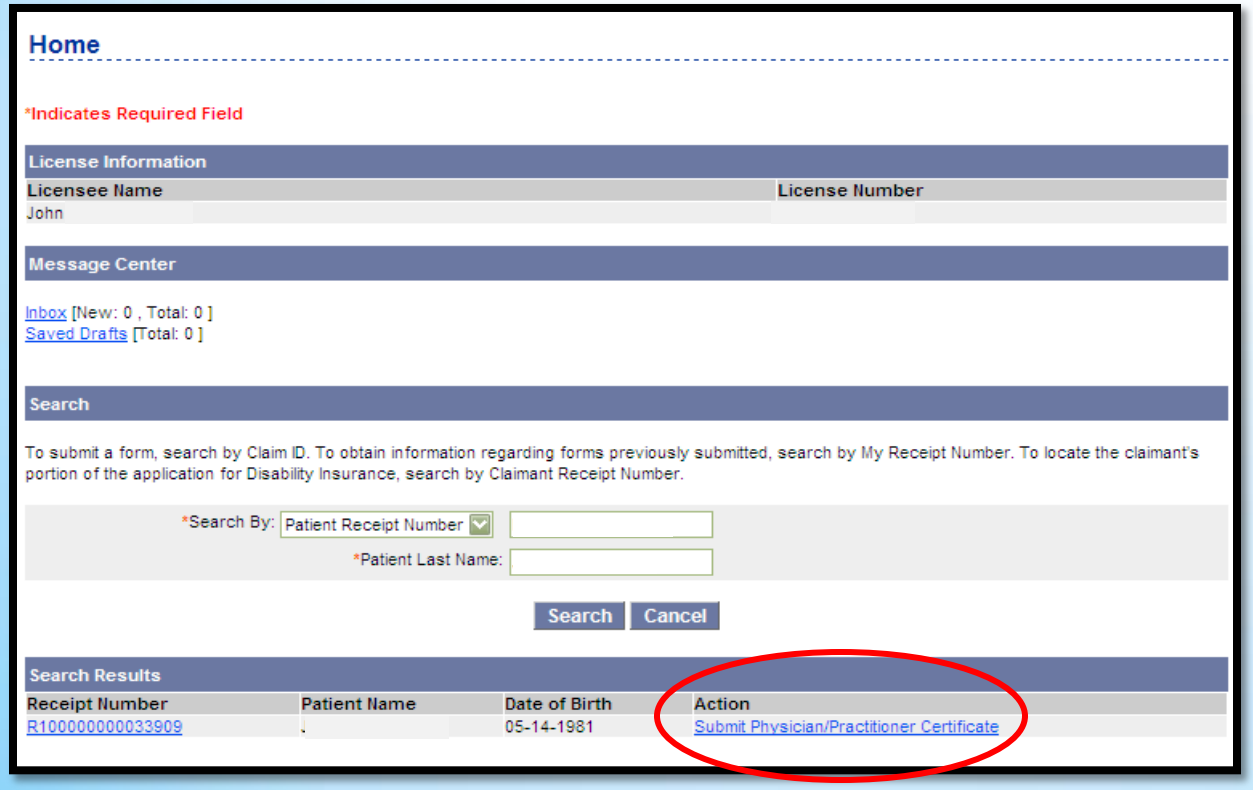
A Physician/Practitioner Representative may switch to a different Physician/Practitioner account by selecting **Home** from the Main Menu and selecting **Choose Physician/Practitioner**.



At the **Home Page** under the **Search** section the user can:

- Search by “Claim ID” to view forms to be submitted.
- Search by “My Receipt Number” to view the form submitted by the user.
- Search by “Patient Receipt Number” to submit a DE 2501 Part B Initial Claim form -
  - In order to submit the DE 2501 Part B online, the claimant must have submitted the DE 2501 Part A – Claimant Statement.
  - The user will need the claimant’s submission **Receipt Number**.
- The user must also enter the claimants “Last Name” to begin their search.

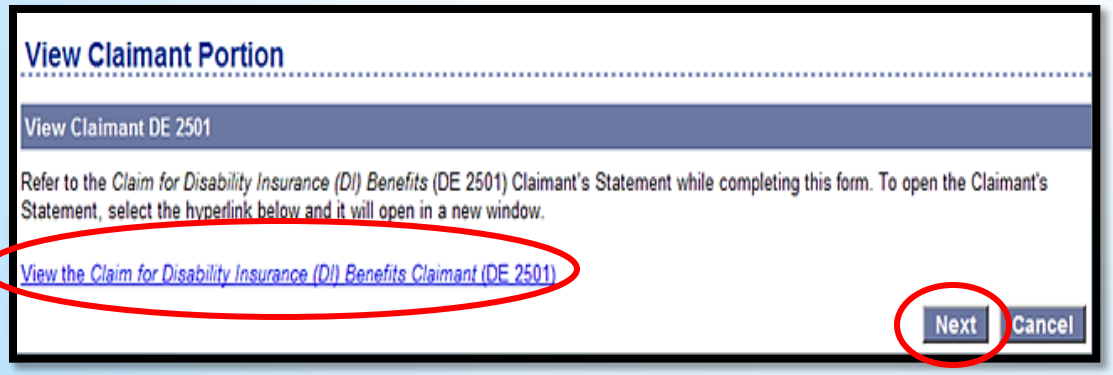
A Physician/Practitioner Representative can prepare and submit any claim forms.



After the **Search Results** are populated:

- Verify the information matches the claimant's records.
- Select the **Submit Physician/Practitioner Certificate** link under the **Action** column.

If the Certificate is already submitted by another user (i.e., Physician/Practitioner Representative) the "Submit Physician/Practitioner Certificate" link will not be available.

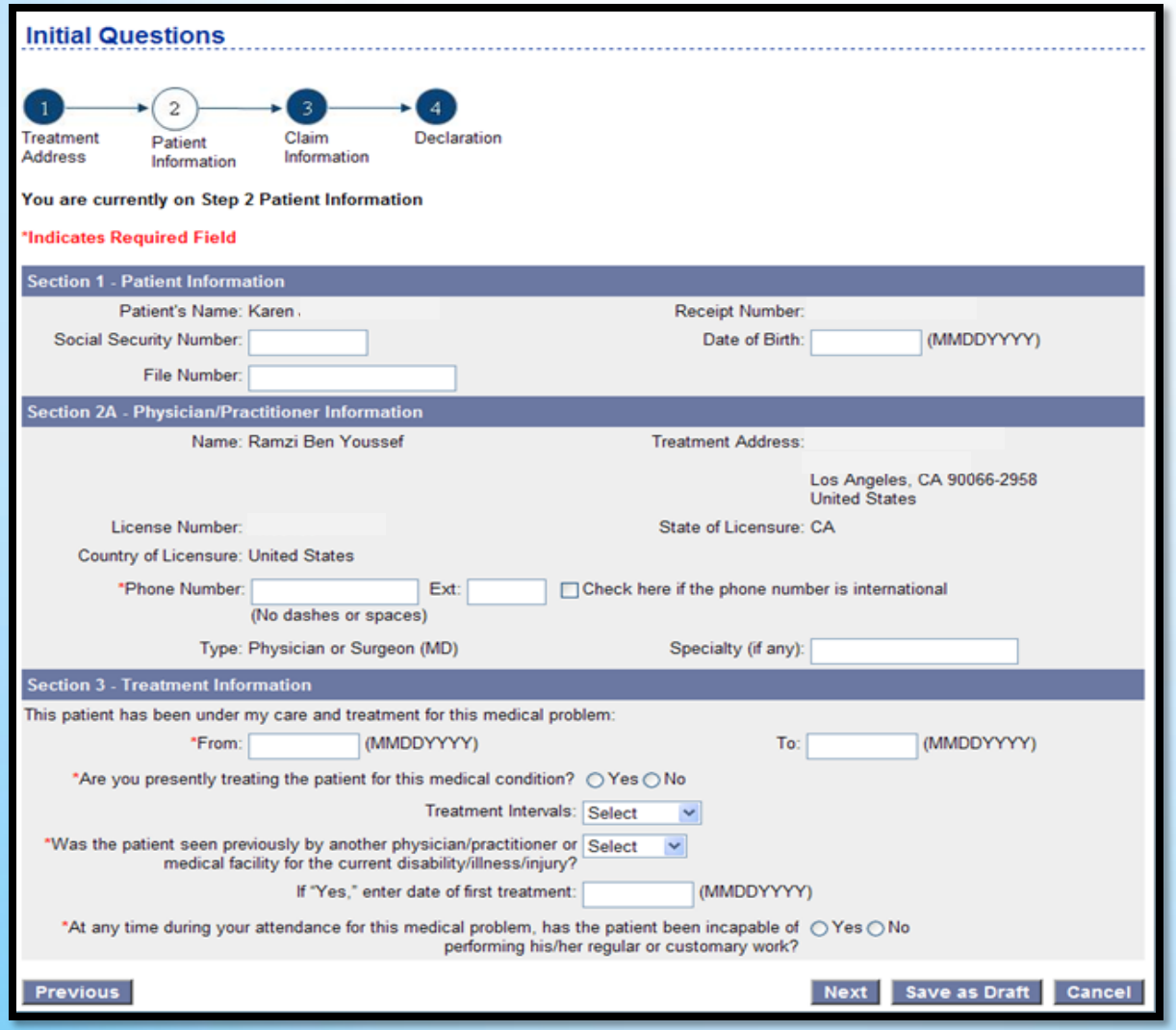


Users can view the claimants portion of the DE 2501 form by selecting **View the Claim for Disability (DI) Benefits Claimant** hyperlink.

Select **Next**, to begin the completion of the form.

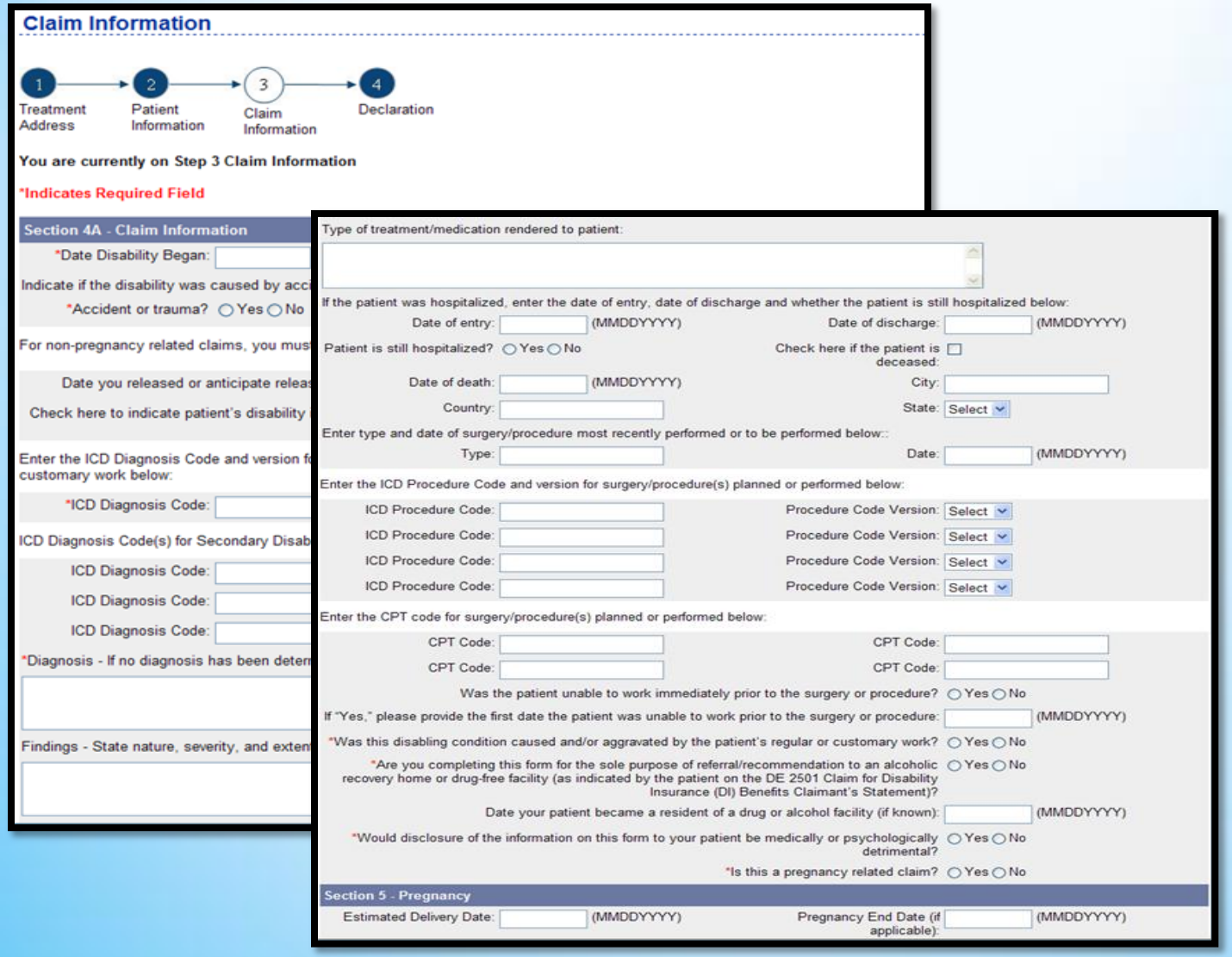
Verify and select the **Treatment Address** of where the patient is being treated.

Tip: If the treatment address for the patient is not displayed the user can select the **Not Found** button to add a treatment address.

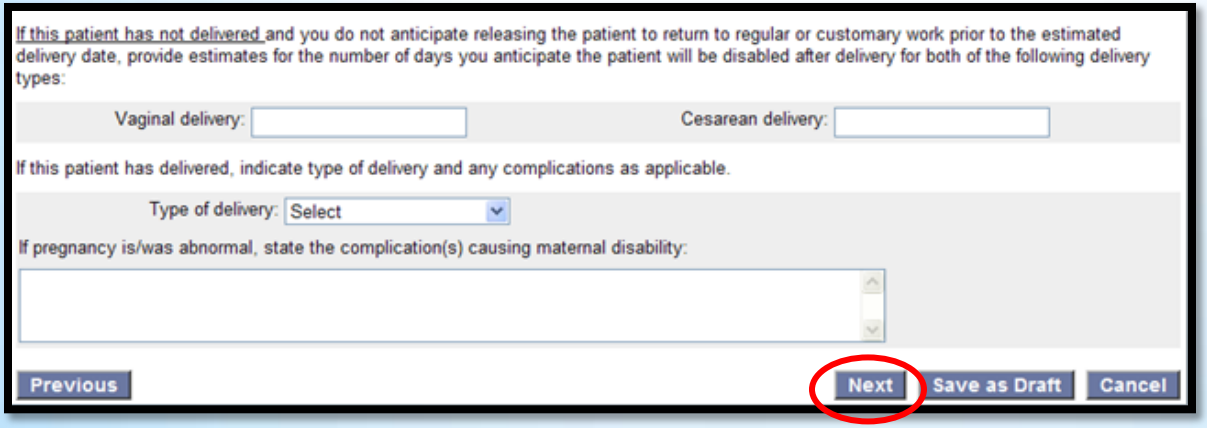


Complete the Patient Information section and select **Next**.

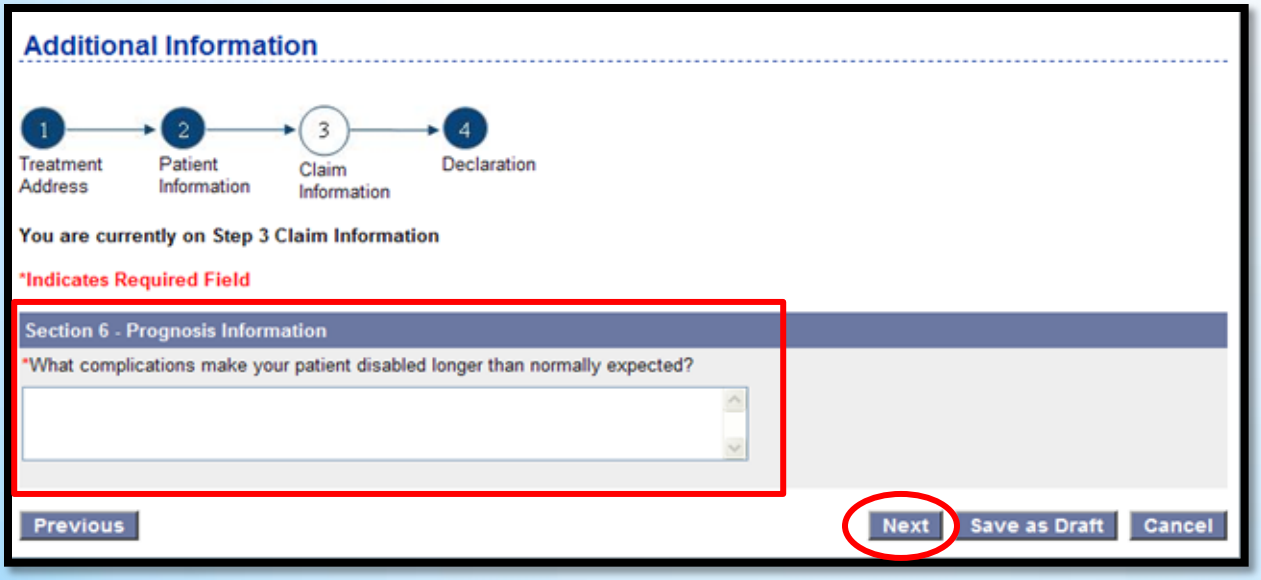
Mandatory fields are marked with a red asterisk.



Complete applicable patient information including all mandatory fields and scroll to the bottom of the page.



Complete the applicable information and select **Next**.



Enter Prognosis Information and select **Next**.

Select the appropriate box to complete certification then select **Submit** to finalize the process.

Once the form is submitted, the user will be taken to the **Confirmation** screen to get a Form Receipt Number.

Selecting the **Form Receipt Number** link will open up a PDF printer-friendly view of the information that is submitted.

Visit www.edd.ca.gov for more information about State Disability Insurance.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-800-480-3287 (voice), or TTY 1-800-563-2441.